

SAS® EVAAS®

ROSTER VERIFICATION

SPRING SEMESTER 2014-2015

Dates for Student Enrollment Updates

Students who enrolled in schools after PowerSchool data was transmitted to EVAAS do not appear in student search results, but enrolled students are added on three dates during Roster Verification.

Students added to PowerSchool by these dates	Are available in EVAAS on these dates	Related dates
April 13	April 24	Teacher Verification phase ends May 24
May 4	May 15	School Verification phase ends June 7
May 26	June 5	District Verification phase ends June 28

Students added to PowerSchool after May 26 will not be available in EVAAS, and do not need to be included in Spring Roster Verification.

When students are added to EVAAS, they are not automatically added to rosters. Teachers or admins should follow the steps below to add a student to a roster.

1. Log on to EVAAS and navigate to the roster.
2. Click **Add Student**. The Student Search window opens.
3. In the first search field, enter the first few letters of the student's last name.
4. Optionally, leave the student ID field blank.
5. Optionally, select a school. To look for the student across all schools, select **All Schools**.
6. Click **Submit**.
7. In the search results, select the check box next to the student.
8. Click **Add Selected Students**. The student appears in the roster.
9. If necessary, edit the percentages of instructional responsibility.